DCDS Reports

Reconciliation Reports - B HR-460 - Transaction Reconciliation

Purpose: The Transaction Reconciliation Report displays the labor distribution amounts and transaction counts for a

batch date by transaction code, batch ID, and document ID. The minimum data required to be entered is batch

date.

Frequency: As requested.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Batch Date

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information A. The Transaction Reconciliation report is accessed through the \underline{R} eports, \underline{R} econciliation, \underline{B} - Transaction

Reconciliation items on the menu.

B. The following detail is displayed:

Transaction Code

Batch ID

Document ID

Transaction Count

State of Michigan	
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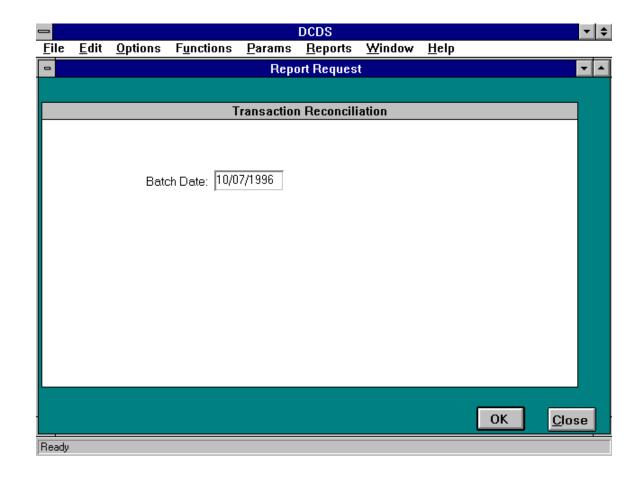
DCDS Reports

Information
(Continued)

- Transaction Amount
- Total for Batch
- Total for Batch Agency
- Total for Transaction Code
- Total for Batch Date
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

DCDS Reports



Report Request Screen

To display the Report Request screen for the Transaction Reconciliation report, select the Reports menu item from the Menu bar and click on the Reconciliation menu item. From the cascading menu, click on \underline{B} - Transaction Reconciliation menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the batch date to request the Transaction Reconciliation Report.

Enter the Batch Date and click the OK button. The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page.

State of Michigan

DCDS Reports

HR-460 - Transaction Reconciliation

HR - 460		MAIN HUMAN RESOURCE SYSTEM TRANSACTION RECONCILIATION		RUN DATE: 10/31/2000 PAGE 1 OF 1
BATCH DATE: 10/27/2	2000			
TRANSACTION CODE	BATCH ID	DOCUMENT ID	TRANSACTION COUNT	TRANSACTION AMOUNT
850	917 10/27/2000 J 001	917DJ001147	24	\$43,982.06
TOTAL FOR BATCH-	917 10/27/2000 J 001		24	\$43,982.06
TOTAL FOR BATCH AGENCY-	917		24	\$43,982.06
850	918 10/27/2000 J 001	918DJ002248	9	\$6,314.30
TOTAL FOR BATCH-	918 10/27/2000 J 001		9	\$6,314.30
TOTAL FOR BATCH AGENCY-	918		9	\$6,214.30
TOTAL FOR TRANSACTION C	CODE- 850		2548	\$1,369.607.79
TOTAL FOR BATCH I	DATE- 10/27/2000		3076	\$1,369,607.79

State of Michigan